

Maine Association of School Nurses, Inc.

February 8, 2002

Dear Superintendent:

Nominations are being requested for the 2002 Nurse of the Year award. The Maine Association of School Nurses wishes to honor an outstanding colleague. The recipient of this award will be recognized at the MASN annual fall conference and will receive \$300.00 to use for a special program the recipient is working on or to further his/her education.

The nomination form, guidelines, criteria, and procedure for submission for School Nurse of the Year are enclosed. Your consideration in nominating a candidate for this award would be appreciated by the Maine Association of School nurses.

Please send your nomination to:

June P. Finnegan
31 Cross Point Road
Edgecomb, ME 04556

Sincerely,

June P. Finnegan, R.N.
Chairperson of the School Nurse of the Year Comm., MASN

MAINE ASSOCIATION OF SCHOOL NURSES, INC.

SCHOOL NURSE OF THE YEAR NOMINATION FORM

INSTRUCTIONS: Complete this form, attach supporting documents and submit original and five (5) copies of nomination folder to: June Finnegan, 351 Cross Point Road, Edgecomb, ME, 04556.

Must be postmarked no later than June 1.

Name: _____ Social Security # _____

Home Address: _____

Phone Number _____
Home Work

Employer's Name: _____

Employer's Address: _____

Present Position _____
Number of years in present position _____
Number of years in school nursing _____
Grade levels served in present position _____
Number of students served _____
Position full-time (by Guideline standard) YES____NO____
Providers of direct nursing care in practice YES____NO____
Registered Nurse YES____NO____
Member of Maine Association of School Nurses YES____NO____
Member of MASN, current and previous two years YES____NO____

Nomination submitted by: _____
Signature

Address: _____

Telephone number: _____
Home Work

Date Submitted: _____

GUIDELINES AND CRITERIA FOR SCHOOL NURSE OF THE YEAR AWARD

PURPOSE

To publicly recognize school nurses statewide by annually honoring one school nurse who demonstrates excellence in school nursing practice and leadership in school health.

SPONSOR: MAINE ASSOCIATION OF SCHOOL NURSES

ELIGIBILITY

1. Only one nominee from each district.
2. Nominees must be:
 - a. A registered professional nurse with certification as granted by the Maine Department of Education.
 - b. Nominee must have five years experience as a school nurse and currently practicing as a full time school nurse. If the only school nurse position in that school district or community involves fewer hours than full time, it will be considered full time for the purpose of this eligibility criteria.
 - c. More than 50% of applicant's time must be spent in direct care.
 - d. An active member of Maine/NASN for current and preceding two years.
3. Evidence of excellence in school nursing practice must be presented and based on School Nursing Practice Roles and Standards. (2001)
4. For NATIONAL nomination consideration:
 - a. A member of NASN current and preceding two years.
 - b. May not be on the NASN Board of Directors or an officer of NASN at the time of nomination.

*Adapted from the Guidelines from the National Association of School Nurses, Inc., January 1996.

PROCEDURE FOR SUBMISSION OF APPLICATION

1. Information must be submitted in an 8 1/2 by 11 flat folder.
(No ring binders.)
2. Include in the nomination folder:
 - a. MASN nomination form signed by the nominator.
 - b. Curriculum vitae signed by the candidate.
 - c. Narrative describing the nominee's contributions in each of the categories named in the "CRITERIA FOR SELECTION" starting on the next page. Narrative should follow the categories and sub-areas in the above outlined form. Narrative must be signed by nominee.
 - d. Supporting letters of recommendation.
 - Supporting letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others.
 - Letters should describe specific issues or topics related to nominee's qualifications for the award. Use School Nursing Practice, Roles and Standards, NASN, 2001 as a reference.
 - Letters should directly reflect areas of rating that writer wishes to emphasize.
 - Local and state acronyms must be spelled out when used for the first time.
3. The total folder is not to exceed twenty (20) pages (20 one sided or 10 two-sided). This does not include the cover.
4. Submit the original and five (5) copies of the completed nomination folder by June 1, to: June Finnegan, 351 Cross Point Road, Edgecomb, ME, 04556.

SCHOOL NURSE OF THE YEAR AWARD

CRITERIA FOR SELECTION BASED ON STANDARDS OF PROFESSIONAL SCHOOL NURSING PRACTICE (1998)

QUALITY OF CARE (Standards of Care I-V and Standards of Professional Practice I)

Demonstrated and utilized professional:

1. Nursing process
2. Clinical knowledge & skills
3. Quality assurance activities

PERFORMANCE APPRAISAL & ETHICS (Standards of Professional Practice II & V)

Contributed to school health program through unique and creative means as:

1. Self-evaluation
2. Evidence of current practice & professional growth
3. Client advocacy
4. Client confidentiality & respect

EDUCATION (Standards of Professional Practice III)

Assisted students, families and groups to achieve optimal levels of wellness through:

1. Participate in continuing education
2. Provides continuing education
3. Education background (judges will review CV)

COLLEGAILITY (Standards of Professional Practice IV)

Membership in professional organizations

- a. local, state, national school nursing organizations
- b. local, state, national educational organizations
- c. other organizations; e.g., ANA, ASHA, NAPNAP

Service to professional organizations

- a. elected or appointed office(s)
- b. creator, initiator, or collaborator or professional organization project(s)

Contribute to a healthy work environment through professional interaction

COLLABORATION (Standards of Professional Practice VI)

Collaborator in student care

- a. student
- b. family
- c. school staff
- d. community
- e. other providers

RESEARCH (Standards of Professional Practice VII)

Participated in research project

- a. planning
- b. development & administration
- c. presentation
- d. evidence of research application in practice
- e. publication of results (article, monograph, or other professional publication)

RESEARCH UTILIZATION (Standards of Professional Practice VIII)

Case Manager/Coordinator

Community Involvement

- a. member

- b. service

COMMUNICATION (Standards of Professional Practice IX)

Communicator (written, verbal & non-verbal skills)

Political/legislative involvement

- a. member of legislative committee
- b. documented lobbying effort
- c. testifying

Contribution to school nursing literature (article, monograph, or other professional publication)

PROGRAM MANAGEMENT (Standards of Professional Practice X)

Creator/initiator of projects (school/community)

Participation in planning/assessment of school health services

Develops and Implements policies & procedures

HEALTH EDUCATION (Standards of Professional Practice XI)

Curriculum development/evaluation

Teaching

Counseling

Resource/Facilitator

Staff wellness